

ASSISTANT POOL MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Assistant Pool Manager exists is assist the Pool Manager in supervising staff and overseeing assigned municipal aquatics facility in the Community Services Department. This classification is a lead supervisory position. Work is performed under direct supervision by the Pool Manager and Senior Recreation Coordinator.

ESSENTIAL FUNCTIONS

Assigns and posts Lifeguards to duty areas; observe performance of staff.

Responsible for the written duties of scheduling and the staff performance evaluation process with the Pool Manager.

Checks for proper maintenance and performs a variety of daily maintenance duties, which includes but is not limited to vacuuming, backwashing, equipment maintenance and repair, and management of hazardous chemicals for water treatment.

Plans, organizes and conducts special pool facility events.

Provides quality customer service.

Operates a computer to prepare written reports and e-mail operations.

Performs the duties of a Lifeguard and Cashier as needed.

Develops and gives in-service training programs for the staff;

Enforces pool rules and regulations.

Performs rescues and administers artificial respiration, CPR, and first aid.

Demonstrates continuous effort to improve operations, services and operations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Swimming pool maintenance, operations and safety.

Lifeguard and cashier duties.

Effective customer service to the general public.

Recordkeeping methods and procedures.

Principles, practices and application of lifesaving CPR and first aid techniques

Ability to:

Instruct and schedule staff.

Effective schedule staff and deal with employee issues.

Work cooperatively and communicate effectively with staff and the general public.

Work in chemically treated pool water and in direct sunlight for long periods of time.

Operate a personal computer and related Microsoft software and other software products, and basic office equipment.

Prepare quality written reports.

Lift and move equipment weighing up to 50 pounds on a daily basis.

Keep accurate financial and activity records.

Coordinate movement of more than one limb simultaneously.

Enforce pool rules and regulations.

Lift arm above shoulder level.

Act quickly and calmly in emergencies.

Understand and follow oral and written instructions in the English language.

Work safely without presenting a direct threat to self or others.

Work evenings, weekends and holidays.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to two season's aquatic experience as a Lifeguard and WSI Instructor. Must possess current American Red Cross Lifeguard Training/First Aid and Water instructor Certifications. Current certifications must be shown at the time of interviews.

Previous experience with physical systems at a municipal pool; knowledge of water chemistry; report writing; customer service; EMT, LGT-Instructor, and/or WSI-IT certifications are preferred. Bilingual skills are highly desirable.

The Parks, Recreation & Facilities Department enforces dress and appearance standards related to uniform, clothing, displaying tattoos, visible pierced body parts, hair color and style.

FLSA Status: Non-exempt

HR Ordinance Status: Part-time